

Dear Student

Enrolment Day **Student Ref:** L00(5 digits) **School:** Name of school

Thank you for applying to join New College Pontefract and for attending your interview. I am writing with details of your enrolment appointment on 25 or 26 August 2022 (the date given in your original letter). It is crucial that you read all of the **important information** below. Please arrive at college at (the time given on your original letter) and go to the sports hall. We estimate that the enrolment process will last approximately 2 hours. It is important that you attend at your allocated enrolment time and date and **any students that arrive early or on the incorrect date will be asked to return at the correct appointment time.**

The purpose of the Enrolment Day is to:

- Check your GCSE results to ensure you have met the minimum entry requirements for your chosen courses or discuss potential alternatives.
- Provide an opportunity for you to discuss your chosen subjects and make sure you are selecting appropriate courses.
- Have your photograph taken for your college ID card, if necessary.
- Make payments for fees and bus passes.

You will receive your GCSE results from your school on **Thursday 25 August 2022**. New College staff will not be available to discuss results until your enrolment appointment, but please read below for what to do if you have any queries

IMPORTANT INFORMATION – please read carefully

- All students must attend in person to enrol.
- You are not required to attend with a parent/carer, however if you need support you may do so. Parking for parents/carers who are waiting will only be available at Pontefract Collieries car park on Beechnut Lane.
- Students **who did not attend a school with a WF postcode and do not meet the entry requirements for every subject** must **not** attend their enrolment day appointment, but instead must complete the online form linked to the QR code (see QR code and link overleaf) by 4pm on Thursday 25 August. These students will be contacted via email, by Tuesday 30 August to inform them if we have a place and therefore invite them to attend late enrolment on Thursday 1 September.
- If you have any evidence of special access arrangements for examinations, please bring this along and see the Study Support Team during your enrolment session.
- If you are unable to attend your Enrolment Day on the date and time given in your original letter:
 1. Please complete the online form linked to the QR code (see QR code and link overleaf) ASAP and by no later than 4pm on Thursday 25 August.
 2. In response to the online form students who have met their entry requirements will most likely receive an invite to late enrolment on **Thursday 1 September**.
 3. Other students, who do not meet the entry requirements for all of their chosen courses, may be invited to late enrolment, if there are places at the college and on their alternative course choices.
 4. All students will receive an email to the email address they have provided on the online form by 4pm on Tuesday 30 August informing them if they should attend late enrolment.

See overleaf.

A specialist team of interviewers will be available to support students with special educational needs, children in care and students who have been home educated.



<https://rb.gy/xpeeko>

You MUST bring the following with you on your Enrolment Day:

- Your GCSE results slip and/or results certificates; including any achieved in year 9 and 10.
- Suitable method of payment for any fees as detailed on the enclosed Additional Costs Sheet.
- A form of identification – passport or birth certificate if you have not already shown us this at your interview. Failure to do so may result in you not being able to enrol and potentially jeopardising your place at college.

The bus timetable for 2022/23 is available to view online via the college website. The cost of a New College bus pass for the 2022/23 academic year will be £300. This is heavily subsidised by the college. This can be paid in full at enrolment or if you prefer to make an initial deposit of £150 in advance of enrolment day please contact 01977 702 139 ext. 560 Mon – Fri 9am to 1pm. Please leave a message with your name and phone number if the line is busy and we will get back to you.

In order to cover the cost of consumable materials and extra student printing/photocopying, we ask all students to pay a non-refundable payment of £25 per student per year. There are some courses that have additional fees attached to them; please find enclosed a list of these and the associated cost. **These fees must be paid at enrolment with cash, cheque (payable to NCLT) or debit/credit card.** Remember you can apply for the New College Bursary if you need financial assistance. Further details can be found on our website.

We have enclosed for you a copy of the minimum entry requirements for all of our courses. We will not be able to provide places for students on courses if they do not meet the minimum entry requirements, but we will do our best to explore alternative options where there is availability.

If you enrol successfully, your lessons will start on **Thursday 8 September** and all students should arrive at college at 8.30am-8.40am and go to the sports hall.

We wish you good luck with your results.

Yours sincerely



Vicky Marks
Principal

Encs: Courses with Payments, Reminder Checklist, Minimum Entry Requirements